ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Block Planning - Update of Computer Run

FROM:				EXTENSION	NO.
New Building Project Office, OL 3E40 Hqs					**DATE** / 8 FEB 1984

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/ORD 612 Ames				1. New Report Format for the computer run.
2.				You deleted ☐ positions and added ☐ new positions, a total of ☐ new positions.
3.				We have ORD getting only ☐ new positions.
4.				Please review and see where I have erred.
5.				
6.				
7.				Att
8.				*FILE Block Planning*
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM **610** USE PREVIOUS
1-79 EDITIONS

25X1
25X1
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25X1
25X1

SECRET

MEMORANDUM FOR: Executive Officer, Office of Research and Development, DA

25X1 FROM: _____
New Building Project Office, OL

SUBJECT: Block Planning – Update of Computer Run

1. Attached is a copy of the updated computer run which should reflect FY-84 T.O. figures and any other information concerning the Office of Research and Development (ORD) space requirements. Please check.

2. Concerning ORD's request for a 1,000 square foot conference room, we are using a GSA guideline for determining the square footage for personnel-- so many feet for a certain grade. We are also using a similar guideline for conference rooms for all components:

    a. Office Director - one conference room at 400 square feet
    b. Division Chief   - one conference room at 300 square feet

Review your need for a 1,000 square foot conference room, and if in fact there is a specific need, please explain.

3. If you have any questions or need assistance, please call me on
25X1 extension_____ For your information, the New Building Project Office is now located in Room 3E40 Headquarters Building. We moved 1 February 1984. Thank you for your time on this updating process.

25X1

Attachment:
  As Stated

25X1 OL/NBPO,_____ (08 Jan 84)

Distribution:
  Orig – Addressee (w/att)
    1 – OL/NBPO (w/o att)

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from Attachment

SECRET